

STATE CONTROLLER'S OFFICE
PERSONNEL/PAYROLL SERVICES DIVISION
P. O. BOX 942850
Sacramento, CA 94250-5878

DATE: June 30, 2009

LEAVE ACCOUNTING LETTER #09-010
(Civil Service Only)

TO: All Agencies in the California Leave Accounting System (CLAS)

FROM: Don Scheppmann, Chief
Personnel/Payroll Services DivisionRE: **HOLIDAY CREDIT IN LIEU OF SATURDAY HOLIDAY - INDEPENDENCE DAY**

Pursuant to bargaining unit agreements and Department of Personnel Administration's Personnel Management Liaison Memo # 2000-007, holidays that fall on a Saturday will be posted as Holiday Credit in Lieu of Saturday Holiday. The State Controller's Office (SCO) will automatically post the Holiday Credit hours for July 4, 2009 (Independence Day) for eligible full-time and part-time employees to the CLAS using transaction code 'HC 12' on July 6, 2009.

EMPLOYEES EXCLUDED FROM THE AUTOMATED PROCESS

The following groups will not be included in the automated posting of Holiday Credit:

- Roll Codes 3 and 4
- Class Type F – Department of Education, Special Schools academic teachers
- Class Type J – Judicial Council
- Bargaining Unit 3 – Department of Corrections and Rehabilitation (DJJ/CEA and OCE)
- Bargaining Unit 5 – Highway Patrol
- Bargaining Unit 6 – Class Code 9001
- Bargaining Unit 7 – Class Codes 1662-1665, 8979
- Bargaining Unit 8 – Forestry and Fire Fighters

SPECIAL INSTRUCTIONS:

- Because the amount of Holiday Credit hours earned is based on the total hours worked for the month for intermittent employees (Roll Codes 3 and 4), departments will need to post the appropriate number of hours via the PIP or the CLAS B50 - LB TRANSACTION ENTRY screen.
- Employees on a temporary separation will receive the automated posting of Holiday Credit (HC12). Please verify the eligibility for these employees, and if necessary, void the transaction using the B52 - LB VOID TRANSACTION ENTRY screen. Departments with MIRS access can identify the employees who meet this condition. Contact the MIRS consultants at (916) 324-7268, (916) 322-4897, or email at mirs@sco.ca.gov if any assistance is needed.

- To transfer Holiday Credit balances from one department to the other, post an 'HC15' transaction to the old department and an 'HC24' to the new department. Instructions can be found in the CLAS Workbook in the Processes Section under "Earned Benefit Transfer Procedure".

If you have any questions regarding this letter, please contact the Leave Accounting Liaison Unit at (916) 327-0756.

DS:TW:CLAS